

## **COMPANION SERVICES (CO1) through the Self-Administered Service Option**

### **General Description:**

Companion (CO1) is a one-on-one quarter hour and daily service providing non-medical care, supervision, and socialization to persons with disabilities who live with family or on their own. Companions may assist or supervise the person with such tasks as meal preparation, laundry, and shopping, but do not perform these services as discrete services. Companions do not provide hands on nursing care. Companions may perform light housekeeping and chore tasks that are incidental to the care and supervision of the person. CO1 is provided in accordance with an identified non-medical goal in the person's plan and is not purely diversional in nature. The following self-administered services are included under this code and may not be billed separately.

### **Personal Assistance (PA1)**

Persons are excluded from receiving the following provider-based services and CO1: (Cannot bill for CO1 and the codes listed below in bold)

Adult Foster Care (**AFC**)

Host Home Support (**HHS**)

Professional Parent Supports (**PPS**)

Residential Habilitation Support (previous Community Living Support) (**RHS**)

Residential Habilitation Intensive Support (previous Community Living Intensive Support) (**RHI**)

Persons who receive CO1 may not bill for Supported Living (**SLH, SLN**), Day Support (**DSI, DSG**) or Supported Employment (**SEI, SEC, SED, SEE**) services that occur during the same hours of the day.

The CO1 service is only available as a Self-Administered Service.

### **Population Served:**

CO1 is for people who have mental retardation and related conditions (MR.RC), and adults age 18 and older with acquired brain injury (ABI), as defined in Utah Administrative Code, Rule R539-1 (<http://rules.utah.gov/publicat/code/r539/r539.htm>).

### **Employer's Qualifications:**

The CO1 Employer shall be enrolled as an approved Medicaid Provider with the Utah Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Employee. Employees shall also agree to participate in any DHS/DSPD provided Medicaid training.

The CO1 Employer shall provide training to employees in General Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract and service specific training areas.

The CO1 Employer must be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code § 62A-5-103.  
<http://www.le.state.ut.us/~code/TITLE62A/62A05.htm>

**Employee Qualifications:**

CO1 Employees shall demonstrate competency in providing CO1 services, as determined by the Employer, in addition, all applicable education, and training shall be completed before performing any work for persons without supervision.

CO1 Employees shall be trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract and service specific training areas.

CO1 Employees shall pass a Bureau of Criminal Identification (BCI) background check through the Department of Human Services, Office of Licensing and have a record of the BCI results in the staff record. <http://rules.utah.gov/publicat/code/r501/r501-14.htm>

CO1 employees shall be at least 16 years of age.

**Specific Training Requirements**

Employees shall receive training from the employer that prepares them to complete the critical job functions for this service and orients them to the person being supported by this service. Employees shall complete and achieve competency in specific training areas one through eight within 30 days of employment or before working unsupervised with a person. Employees shall complete and achieve competency in training areas nine through ten within six months of employment.

1. Medication competency:
  - a. Identification of common medications, their effects, purpose and side effects,
  - b. Identification of medications and medication side effects specific to the person,
  - c. Recording and documentation of self-administration of medications, and
  - d. Training on commonly used medications including the reason and circumstance for administration, dose, and scheduling.
2. Recognition of illness or symptoms of health deterioration specific to the person.
3. Dietary issues specific to the person.
4. Critical health care issues specific to the person.
5. Swallowing and eating difficulties specific to the person.
6. Principles of age appropriate community inclusion and natural support development specific to the person.
7. Preferences and non-negotiable routines specific to the person.
8. Significant functional limitations and disabling conditions specific to the person.
9. How to develop and support the person's preferred recreational and leisure activities.
10. Employees providing ABI services shall demonstrate competence or awareness in the following areas:
  - a. Effects of brain injuries on behavior,

- b. Transitioning from hospitals to community support programs including available resources,
- c. Functional impact of brain changing,
- d. Health and medication,
- e. Role of the direct care staff relating to the treatment and rehabilitation process,
- f. Treatment plan and behavioral supports, and
- g. Awareness of the family's perspective on the brain injury.

**Direct Service Requirements:**


**Plan and Service Implementation**

Employers shall participate in and comply with the requirements of the DHS/DSPD Person-Centered Planning Process in providing services.

The Employer implements the Individual Support Plan/Action Plan (ISP/AP) and submits Monthly Summaries to DHS/DSPD.

As a member of the person's team, the Employer is required to meet once a year to review the person's service/support requirements and to make adjustments as necessary based on the person's needs.

**Person's Funds**

The Employee shall not loan or give money to a person they support. A person shall not loan or  money to an Employee. If the person lives alone or without other family members, belongings with a purchase price or value of \$50.00 or more shall be inventoried. The inventory shall also include other items of significance to the person, which may cost less than \$50.00. The inventory shall be maintained on an ongoing basis and reviewed annually. Discarded items shall be deleted from the inventory list. Documentation of the reason for the deletion of an item shall be maintained and shall require the signature of the person/representative. Personal possessions shall be released to the person if the employee leaves employment for the person.

**Health and Safety Requirements**

Employees shall immediately contact the Employer to report the discovery of any prescribed medication error, including actual missed or suspected missed dosage, misadministration of medication, medication administered at the wrong time, or failure to follow laboratory survey schedule, and shall document the error on their timesheet.

The person shall have kitchen privileges and shall have access to food and ingredients. Employees assist persons in planning meals to meet basic nutritional standards, special diets, food preferences, customs, and appetites so Persons may lead self-determined lives.

**Transportation**

IF CO1 Employees provide transportation  they must make certain that:

1. The person is not left unattended in the vehicle;
2. The person uses a seat belt and remains seated while the vehicle is in motion;
3. Keys are removed from the vehicle at all time when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift;



4. Any person in a wheelchair uses seat belts, or locking mechanisms to immobilize the wheelchair during travel;
5. The person are transported in safety restraint seats when required by Utah State law;
6. Vehicles used for transporting persons have working door locks. Doors are locked at all times while the vehicle is moving; and,
7. The person arrives safely at the scheduled time and arranged destination, that no one is left alone along the way to or from supports even in emergency situations.

#### Access to Community Services

The Employee may assist the person in accessing community services and resources, including but not limited to finding housing, applying for food stamps, obtaining Social Security benefits, etc.

#### **Rate:**

CO1 is a one-to-one service with both a quarter hourly and daily rate. If a person requires 6 or more hours a day of CO1 then the daily rate shall be used. Actual type, frequency and duration of direct care staff support, and other community living supports shall be defined in the person's ISP/AP based on the person's selected housing arrangement and assessed needs. Payments for CO1 services are not made for room and board, the cost of facility maintenance, routine upkeep or improvement. Personal needs costs are covered through personal income such as Social Security and other income (SSA, SSI, employment).